



NORFOLK

Inter Departmental Memorandum

TO: City Council

FROM: Lori A. Crouch, Public Relations Manager

COPIES TO: City Clerk, City Attorney

SUBJECT: Council Interests

DATE: October 12, 2012

I hope you all had a nice week. I've put together some information related to several of topics of interest raised during Tuesday's session.

Employee Verification Report: The employee verification report currently acts as our audit mechanism. Following time-entry, the verification report is run by each department's payroll technician. Payroll technicians then verify the information indicated on the report (i.e. those out on leave, suspensions, terminated employees, etc.). Following the review of the report, corrections are made as soon as possible prior to payroll being processed. Once payroll has been processed and it is found that there is a discrepancy, corrective measures are taken. Currently, supervisors and managers within departments are required to notify their respective payroll technicians when an employee has been separated or an employee is on some type of leave. Departments are also responsible for the timely reporting of any employee status change to the Department of Human Resources.

The Department of Human Resources is in the process of surveying other localities regarding the employee auditing measures they utilize. In addition, it is anticipated that the City will implement both the absence management and the time and attendance functions within the PeopleSoft system to assist in ensuring the accuracy of pay distributed.

We realize the payroll concerns stem from the "no show worker" case at the Norfolk Community Services Board (NCSB). However, the issue was due to decisions made by upper management not a deficiency in process or controls. We do not anticipate a repeat of the situation at NCSB or in any city department.

Church Street Parking: Planning identified two potential City-owned properties (702 B Avenue and 1662 Church Street) that may work for parking. Public Works is evaluating both sites. Once we have identified a site, we will be able to determine all of the steps necessary to provide the parking.

Dominion Virginia Power Easement: Dominion Virginia Power is planning to replace the high voltage electrical transmission line along their alignment south of Little Creek Road. I've attached a description of the project, including public outreach efforts to this memo.

Bus Transfer Station: Staff is compiling a cost and data analysis of the reviewed sites. Those will be given to you at the upcoming Work Session.

Norfolk Awarded Veteran Certification: On Tuesday, the City of Norfolk became the first municipality in the state to receive the Virginia Values Veterans Bronze Level Certification from the Virginia Department of Veterans Services. The award was presented during the Virginia Values Veterans (V3) Conference at the ODU Ted Constant Convocation Center. Norfolk was recognized for its commitment to hire and retain 15% of new hires as Veterans, transitioning National Guard and Reservists. Virginia Department of Veterans Services Commissioner Paul Galanti presented the award to Mayor Fraim at the start of the conference.



DOMINION VIRGINIA POWER TRANSMISSION LINE REPLACEMENT

Dominion Virginia Power (DVP) is planning to replace the high voltage electrical transmission line along their alignment south of Little Creek Road. The 115kv transmission line runs from the Oakwood substation on the west side of Military Highway to the Shore Drive crossing over Lake Whitehurst. Replacement will enhance the reliability of DVP's power grid in the northern area of Norfolk and Virginia Beach including the Little Creek Navy Base. The work will include installation of new transmission tower structures and new electrical cables.

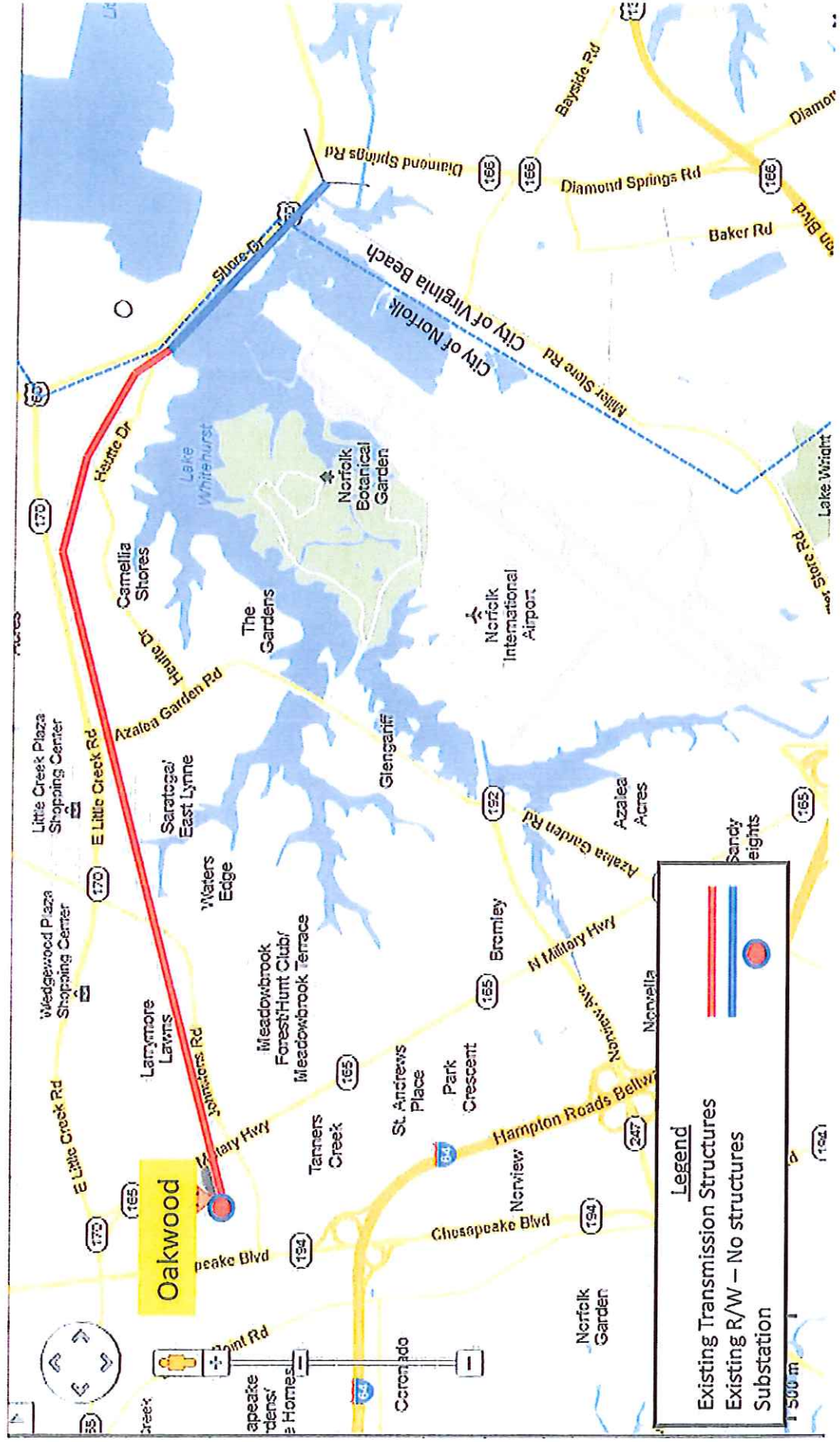
DVP has easements on all of the private property along their alignment. The electrical safety requirements for the transmission line and the need for construction access will necessitate removal of structures such as sheds and fences that have been placed on DVP's easement by property owners and will require removal of many trees and shrubs.

The City has been working with DVP in their public awareness efforts which have included a letter to all residents, a public meeting at the Botanical Garden on October 3, 2012. Sixty (60) homeowners attended. DVP had individual discussions with a number of citizens at the public meeting and has started meeting with individual property owners to discuss encroachments. In these discussions, DVP has indicated their willingness to make a payment to assist homeowners in moving things off of DVP's easement.

While the discussions between DVP and homeowners are a legal matter that does not involve the City, City staff has been facilitating the discussion process to ensure that issues are dealt with in a fast, courteous and professional manner.

The schedule for DVP's efforts is as attached:

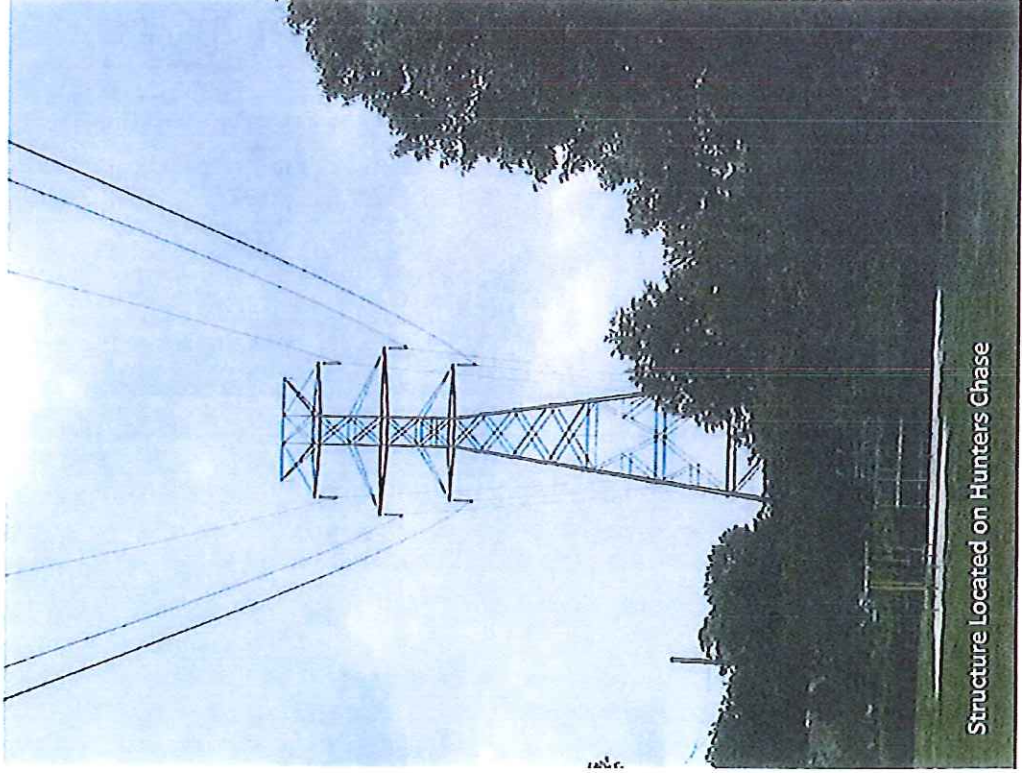
Transmission Line Corridor



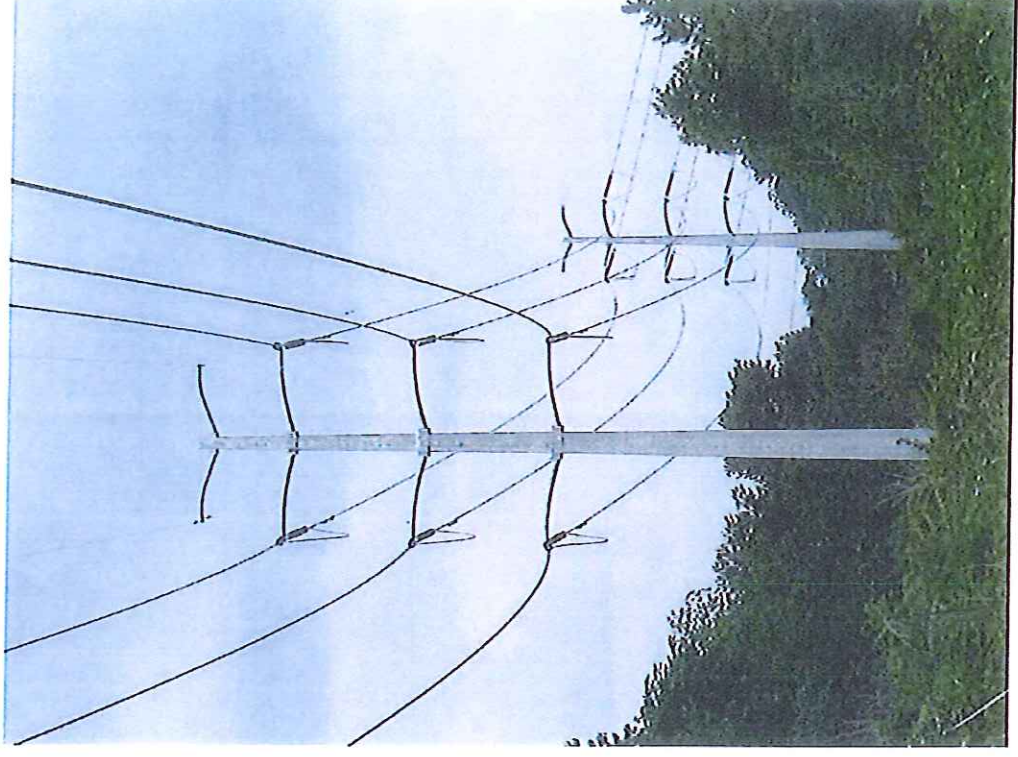
5/24/12

For Internal Use Only

Typical Existing
Transmission Structure



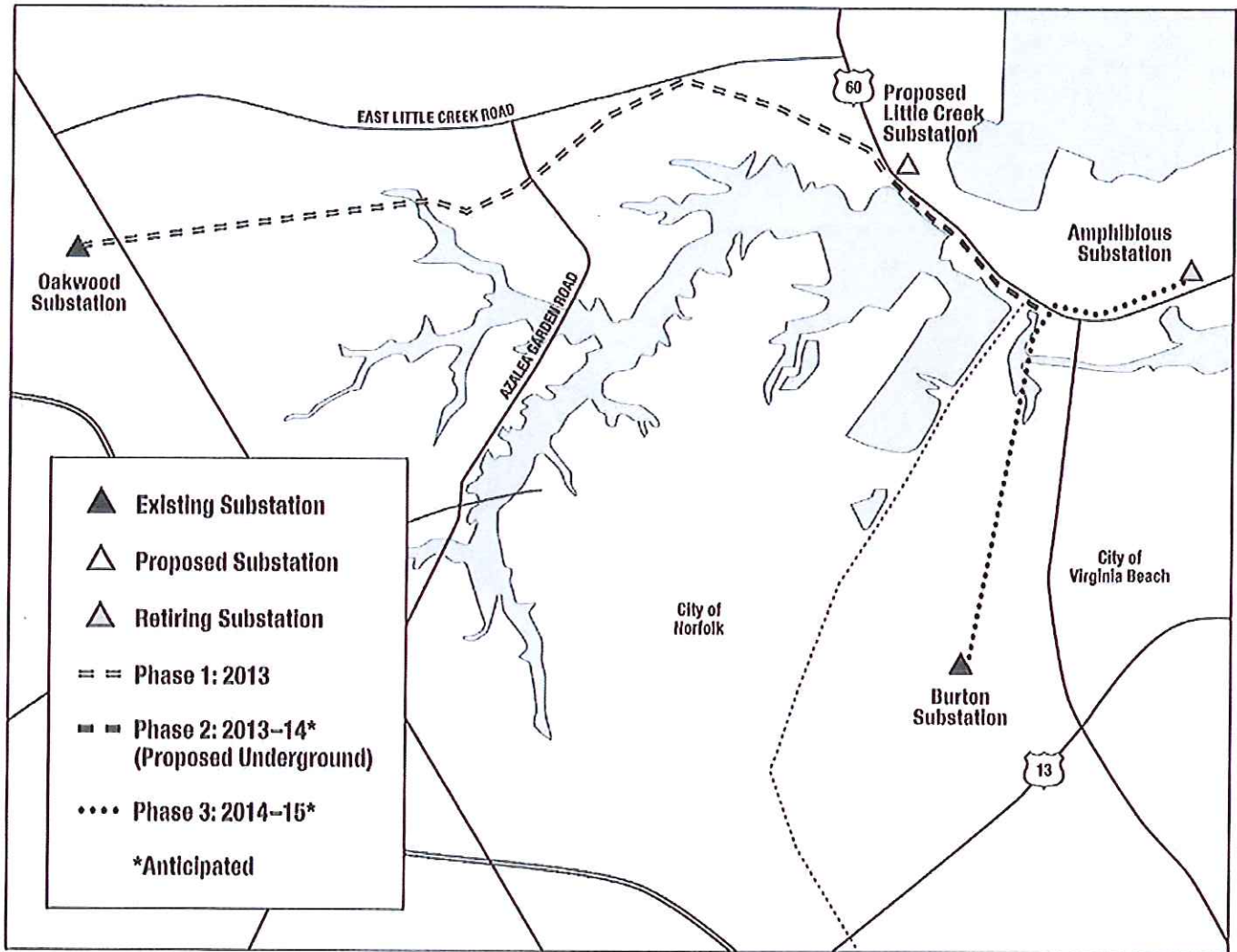
Typical Replacement
Transmission Structure



5/24/12

OAKWOOD to BURTON 115kV REBUILD PROJECT

CONTINUED RELIABILITY AND SUPPORT FOR FUTURE GROWTH



For more information, please visit our website at www.dom.com, search: *Oakwood*.

You may also contact our dedicated Transmission team by sending an e-mail to powerline@dom.com or call (888) 291-0190 Monday-Friday, 7:00 a.m. – 5:00 p.m.



OAKWOOD to BURTON 115kV REBUILD PROJECT

Dominion plans to rebuild an existing transmission line
and build a new substation on Joint Expeditionary Base Little Creek-Fort Story

Background

At Dominion, we are committed to providing reliable electricity for our customers in a safe and economical manner. To meet these goals and obligations, Dominion will rebuild an existing 115 kilovolt (kV) transmission line in the Cities of Norfolk/Virginia Beach and build a new substation on Joint Expeditionary Base Little Creek-Fort Story. By upgrading this aging transmission line and building a new substation, Dominion will be adding much-needed capacity to strengthen the electrical grid to better serve the Norfolk and Virginia Beach area, including the Naval Base.

Project Overview

This three-phase project will replace approximately 5 miles of the transmission line from the Oakwood Substation (off of Oakmont Drive/Johnstons Road) along Shore Drive in Norfolk, and south to the Burton substation in Virginia Beach. (Phase two is not expected to begin until sometime in 2013/2014, and Phase three is not expected until 2014/2015, pending permitting and approvals.)

All work will take place within Dominion's existing right-of-way corridor. To safely complete this important upgrade and ensure safe operation of these facilities, the right-of-way will be cleared of any unauthorized vegetation and items. **Dominion will clearly communicate the plans for vegetation removal/tree trimming with each property owner prior to performing any work. In addition, Dominion will work with each property owner to assist with the removal process.**

Construction activities for the transmission line will include dismantling the old lattice structures, constructing new foundations, erecting monopole structures, cable pulling, and restoring any areas disturbed by construction. Additional details will be provided as the project progresses.

Project Benefits

This project will help ensure that Dominion's transmission system continues to operate in a safe and reliable manner. Dominion's project will:

- add capacity to serve the high-demand areas in the Cities of Norfolk and Virginia Beach;
- support continued economic development in the area, including Joint Expeditionary Base Little Creek-Fort Story; and
- help strengthen the electrical grid and improve overall reliability for the community.

Project Schedule: Phase One

Timing	Milestone
Summer 2012	Community outreach; begin securing permits for construction; surveying and right-of-way assessments
September 2012	Begin door-to-door visits to property owners along corridor to discuss vegetation clearing and encroachment removals
October 2012	Begin tree-trimming and vegetation clearing in the right-of-way; Dominion to work with property owners to remove encroachments
March 2013	Construction of transmission line scheduled to begin*
Fall 2013	Target date to complete and energize transmission line*

**pending weather conditions and approval of permits*

Dominion Virginia Power
701 East Cary Street, Richmond, VA 23219
Mailing Address: P.O. Box 26666
Richmond, VA 23261
Web Address: www.dom.com



September 21, 2012

Re: **Dominion's Oakwood-Burton 115 kV Transmission Line Project & Little Creek Substation**

Dear Neighbor / Property Owner:

You are receiving this letter because of your property's proximity to an existing Dominion 115 kilovolt (kV) transmission line. As we previously communicated by mail, this upgrade will increase reliability for residents of the City of Norfolk and Virginia Beach, as well as support a new substation planned for Joint Expeditionary Base Little Creek-Fort Story (referred to as the "Little Creek Substation").

In June, we provided information about the upcoming work scheduled in the right-of-way corridor. A copy of this letter and additional project details can be found online at www.Dom.com, keyword "Oakwood."

Construction is not scheduled to begin until 2013, but we invite you to attend an informational open house to learn more about this project and what it will mean for your community. Please join us:

**Wednesday, October 3, 2012
Anytime between 5:00-7:00 p.m.
Norfolk Botanical Gardens—Rose Garden Hall
6700 Azalea Garden Road, Norfolk, VA**

Maps and simulations of the cleared right-of-way corridor will be available for viewing at this event. Subject matter experts will also be on hand to answer questions about construction, easements, and engineering of the new transmission line.

As a reminder, earlier this week, our Right-of-Way and Forestry teams began going door to door to meet with each affected resident or property owner to discuss the plan for vegetation trimming/removal and any items that must be removed from the corridor. We are committed to working with each property owner on a case-by-case basis to assist with the removal process.

In the meantime, if you would like to contact us regarding this project, please contact:

Janell Hancock, Communications Coordinator
Email: powerline@dom.com
Toll-free: 1-888-291-0190

Sincerely,

Wade Malaby
Project Manager—Electric Transmission

To learn more about Virginia's future energy plans, visit www.dom.com, Keyword: Powering Virginia